INFORMATION TECHNOLOGY DIRECTOR

DISTINGUISHING FEATURES
The fundamental reason the Information Technology Director position exists is to manage and direct a major division of the Information Systems Department. Work involves major and complex technical decisions in the areas of network infrastructure, equipment, software procurement, system evaluation, and maintenance. Work assignments are very broad in scope and are performed with considerable independence. Work is performed under the general direction of the Chief Information Officer. This classification supervises the work of professional and technical staff within the I.S. function.

ESSENTIAL FUNCTIONS:

Prepares strategic plans for technology to position the organization to take advantage of and financially plan for emerging technologies. Develops long-range strategic plans; makes decisions regarding complex technical and administrative problems.

Directs and manages professional and technical personnel; observes, reviews and checks the work of staff to ensure conformance to standards.

Develops and evaluates new policies and procedures and reports their impact on departmental activities;

Researches, develops, and evaluates information technology management needs and problems related to systems hardware and software, including applicable vendor applications, data base management, and operational control packages;

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Contributes to meeting the City's performance goals and plans by taking personal responsibility for overall team results. Includes developing, implementing, and maintaining information systems, telecommunications, computer equipment, and integrating emerging technologies.

Listens and communicates effectively with customers, vendors, the public, subordinates, the City Council, etc. Includes written or oral communication of ideas, strategies, goals, directions, and emerging technologies using clearly organized thoughts, proper sentence construction, punctuation, and grammar.

Personifies leadership by attending meetings of professional societies and speaks before professional and civic organizations on activities; works in close cooperation with other City officials to further the objectives of the City's information systems; supports peers and City senior executives.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:
Knowledge of:

Management practices and procedures
Information Systems related terminology, practices and procedures
Research methods and techniques.
Data communications security and privacy techniques.
Principles of business system analysis, including the analysis of procedures, equipment, and methods.
I.S. processes, regulations, codes, ordinances and terminology.
Thorough working knowledge of MS Windows, UNIX, and TCP/IP network environments.

Ability to:

Interpret City ordinances, rules and regulations, and make rational decisions in accordance with established policy.
Evaluate and resolve customer problems and issues.
Understanding of MS Windows, UNIX, and TCP/IP network environments.
Review procedures and problems to develop solutions and new systems
Listen and communicate effectively with a diverse group of people

Establish and maintain effective working relationships with co-workers, supervisors, contractors, vendors, and the general public
Analyze, interpret, and present research findings.
Analyze specifications and instructions to develop appropriate systems and programs.
Prepare design specifications.
Conceive a variety of solutions to functional problems and to reduce abstract ideas to easily understood procedures.
Understand database organization access and retrieval technique.
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Education & Experience
Requires a Bachelor's Degree in Computer Science or a related field and substantial experience in strategic planning and systems analysis. A minimum of two years managerial experience is required. This position requires five years experience in a LAN.WAN environment with extensive experience in LAN based protocols, LAN/WAN networking, and Windows NT operating systems.

FLSA Status: Exempt   HR Ordinance Status: Unclassified